

University of Central Florida Libraries, Annual Report 1978-1979

1979

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MEMORANDUM

TO: Dr. Frank E. Juge, Acting Associate Vice President and
Dean, Graduate Studies and Research

FROM: L. W. Walker, Director of Libraries

DATE: August 9, 1979

SUBJECT: Annual Report

Enclosed is the annual report of the U.C.F. Library for the period July 1, 1978 through June 30, 1979. Last year, Vice President Ellis requested that the annual report of the library be sent to him, so I am forwarding a copy of this year's report to him also.

As you requested, a summary is included in Section 6 of the report.

LWW:np
Encls.

cc: Dr. Leslie L. Ellis

UNIVERSITY OF CENTRAL FLORIDA¹
UNIVERSITY LIBRARIES
ANNUAL REPORT
July 1, 1978 – June 30, 1979

1. Significants Events of the Year

The year 1978/79 was another busy and productive one for the University of Central Florida Libraries. For the second year in a row, the Florida Legislature passed a special appropriation of \$10 million for State University Libraries to help reduce deficiencies resulting from several years of inadequate budgets. The U.C.F. Library received \$671,310 of this plus an additional \$413,378 for General Revenue Books OCO for a total budget for books, materials, and binding of \$1,084,688. As the fiscal year closed, word was received that the 1979 Legislature has renewed the special \$10 million dollar appropriation for 1979/80 but eliminated practically all of the General Revenue Book OCO. As a result, the U.C.F. Library's total will be reduced considerably for the 1979/80 fiscal year.

Several other noteworthy events occurred during the year. The library was visited in November by a Depository Inspector from the Government Printing Office. Based on organization and management of the collection and service to the public, our documents collection was rated "Excellent."

The library's Current Awareness publication, which has been published continuously for 12 years and is the oldest continuing U.C.F. publication other than the catalog underwent a radical change in 1978/79. As a result of President Colbourn's policy of combining and reducing the number of publications on the campus, the Current Awareness has become the "Current Awareness Report" section of the UCF Reports. The "Current Awareness Report" is still published bi-weekly, and extra copies of this section are printed for distribution to the many university presidents, librarians, civic and business leaders, etc. who have requested it. Although we were skeptical of this arrangement at first, it appears to be working well, and has resulted in a more attractive format for the "Current Awareness Report."

2. Accomplishments of the Year

The U.C.F. Library staff has always enjoyed the reputation of providing outstanding service to the library's patrons. The staff looks continually for ways to provide new services and improve existing ones. One new service which has been very well received is the online search service which started in the 1977/78 fiscal year. This service has continued to improve with the addition of many new data bases, and the involvement of several librarians in the searching operation. During 1978/79 a significant achievement was our designation as a MEDLINE network library. This gives us direct, on-line access to the National Library of Medicine's MEDLINE data base, and is particularly important with the forming of the new College of Health Related Professions and the beginning of the U.C.F. nursing program.

Other enhancements of the library's services during the fiscal year included the development, production and distribution of a library services information packet for the faculty. Another improvement occurred when the U.C.F. Library began participation in the SOLINET/OCLC Interlibrary Loan-Fast System. Interlibrary loan requests may now be made directly to other libraries via the SOLINET/OCLC terminals, reducing both the time required for obtaining materials, and the staff time for processing requests.

In May 1979, the circulation and reserve desks were combined in a new location in the first floor lobby. This resulted in a considerable saving of space, and a reduction in the staff required for manning desks, which in turn permitted better utilization of staff in other areas.

In another move to save space, and improved accessibility, all audio-visual materials except 16mm films and videotapes were moved from the Audio-Visual Services area in the basement to the third and fourth floors. This has given some relief to the extremely crowded conditions in the basement, and made access to these materials much easier for the students.

¹ Recreated from a handwritten copy of the report.

In an attempt to reduce the time required to order library materials, staff in the Collection Development Department experimented with an on-line automated acquisition system. The system worked extremely well, greatly increasing the speed and efficiency of ordering books. Only one vendor was involved, however, and was only able to supply about one third of the items ordered through the system. This would not make the system cost-effective for regular use, so it was discontinued. The experience gained from this experiment was very beneficial, however, and will be a great help in developing our own automated acquisitions system, either in-house or through SOLINET/OCLC.

A great deal of progress was made in getting our own catalog records more complete. Retrospective conversion of old records to get them into the SOLINET/OCLC data base was begun again, and about 5100 titles were converted. In addition, individual titles in several major microform collections were cataloged, thus making the individual books and periodicals in these collections more accessible to the library's patrons. As part of its service to the Florida Solar Energy Center, the library continued cataloging books for that agency.

In cooperation with Instructional Resources, the library's Audio-Visual Services area began distribution video cassettes and reel-to-reel videotapes to campus users. Audio-Visual Services also provide student viewing facilities for the Biology of Man series as well as videotapes for respiratory therapy and political science classes.

U.C.F. librarians continue to be very active in state, regional and national library professional organizations, serving on numerous committees, and holding important offices. At the state level in particular, U.C.F. librarians have gained much favorable recognition for the university through their professional activities. This library staff is well known throughout the state as a very active group with significant professional accomplishments. In recognition of this, the Florida Library Association asked the U.C.F. Library to host a workshop on serials in microform. This workshop was extremely successful and well-attended.

Although libraries don't charge for their normal services, and cost figures for library operations are difficult to compile, the Circulation Department has developed some interesting figures. If the students and faculty had to purchase the materials they borrowed from the U.C.F. Libraries in 1978/79, the cost would exceed \$2.6 million.

3. Plans for the Future

a. Short Term

As in the past any planning for the future must revolve around space. Plans are being made now for the library's occupancy of former classrooms 110 and 111 and office 109. The CLSI-LIBS 100 computer for the automated circulation system will be located here, and the Cataloging Department will be moved here from the third floor, thus freeing space there for additional shelving.

Shelving ordered in 1978/79 fiscal year will be delivered during the summer of 1979. This shelving will be erected on the fourth floor, and will provide shelving space for those new books now stored in boxes. In addition, it will partially alleviate the extreme crowding of books on the fourth floor. This is a temporary relief, however, and the shelves will fill again quickly unless proactive action is taken soon to provide adequate library space. It should be noted, also, that in order to provide space for this shelving, much needed student seating must be moved from the fourth floor. Some of this will be relocated in other areas, thus adding to the crowding there, but it is estimated that about 100 seats will be lost. This is particularly detrimental to our students, since we presently have seating for less than 7 per cent of the student body, which most standards, including those of the Board of Regents, call for seating for 25 per cent of the student body.

The CLSI-LIBS 100 computer system for the automated circulation system is due to be delivered in late August. This system will greatly enhance our circulation operations, as well as providing the basis for future automation in other areas.

Several new and improved services are planned for the near future. Among these are an improved telephone reference service, and journal bibliographic instruction at the freshman

level. An innovative service which will be inaugurated this year is a series of term paper clinics for students who need help in research, writing and bibliographic style.

b. Long Term

As with the short term, long term planning for the U.C.F. Library must revolve around space. Even if the library occupied the whole building, this would provide less space than is needed currently according to the Board of Regents formula. Every possible effort must be made to procure funding for an addition to the present library building, or preferably a new library building, at the earliest possible time.

In keeping with legislative mandates, the U.C.F. Library staff will continue working with other libraries in the State University System to develop and enhance areas of cooperation. With all nine libraries installing the CLSI automated circulation system, and all nine participating actively in SOLINET, new areas of cooperative effort are becoming available. Over the next several years, SUS and U.C.F. librarians will investigate all of these and try to develop cooperative programs to insure the most effective and efficient expenditure of library dollars.

4. Areas in Need of Improvement

The major area in continuing need of improvement is space for library operations. The space recently assigned to the library on the first floor will help, but can be termed only a short term solution at best. Every possible effort must be made to find suitable quarters for non-library functions and remove them from the Library Building as soon as possible. Even if efforts to obtain funding for an addition to the Library Building are successful, it will take a minimum of five years for planning and construction. By that time, even the total space in the Library Building will be inadequate for library operations. It will be impossible for the library to operate in its present space for more than another year or so unless all purchases are stopped and services sharply curtailed. Positive action must be instituted immediately to avoid such a catastrophe.

In his approval of the Appropriation Act for the 1979/81 biennium, the Governor vetoed the \$10 million special appropriation for books for the State University System libraries for 1980/81. Unless this item is re-enacted by the 1980 Legislature funds for the purchase of books in 1980/81 fiscal year will be sharply curtailed. If this is allowed to happen, much of the progress we have made in collection development during the past two years will be lost. It is imperative, therefore, that every possible effort be made at the university level and at the state level to have this appropriation restored.

5. Recommendations

The overriding problem of the library to be space. Therefore the major recommendation of this report must be that adequate space be provided for library operations. This can be accomplished only by removing all non-library operations from the building as soon as possible. Immediate planning should be begun for the re-location of these operations elsewhere, including a timetable for its accomplishment.

The next recommendation involves space also. Efforts must be renewed to secure funding for a new library building or an addition to the present one as early as possible. Even if planning money were available today, a new building could not be constructed in time to prevent serious overcrowding with a resultant reduction in library services.

Budgetary matters must be given careful attention if the library is to continue to function effectively. For years the library has received little or no OCO funding for equipment. In recent years a small amount of OCO money has been given near the end of the fiscal year, even though documented needs for larger amounts have been presented in the library's budget request. Full attention must be given to the library's needs at the beginning of the fiscal year when funds are distributed to other academic areas. It must be recognized that the library is a full partner with the colleges in the Academic Affairs area, and that its needs are just as valid and just as acute.

Similarly, it is recommended that the library's annual request for Expense and OPS funds be given careful consideration. Inflation and increasing enrollments impact the library rather dramatically, and this should be given full consideration. It is recommended that future budget allocations be based on documented needs rather than on the previous year's allocations.

There is an urgent need for additional positions on the library staff. These have been documented in the operating budget request, and it is recommended most urgently that as many of these as possible be added this fiscal year.

The final recommendation concerns staff morale. As noted above, salaries are improving rather dramatically, but other factors not involving money have also contributed to low morale. There is a real and continuing need for recognition of the librarians as full partners in the academic community. Serious consideration should be given to granting librarians full faculty status on this campus within the limitations imposed by the Board of Regents regulations. The new classification plan and the promotion guidelines noted above are steps in the right direction, but further steps could be taken immediately without cost to the university or the state. These include (1) granting librarians full voting membership in the Faculty Assembly; (2) providing for voting representation in the Faculty Senate on the same basis as the colleges; (3) listing librarians in the faculty section of the University Catalog; (4) inviting librarians to march in academic processions at commencement and other such events, and (5) providing for the granting of emeritus status to retiring librarians who have made significant contributions on the same basis as emeritus status is granted to the faculty.

6. Summary

The U.C.F. [Library] continued to grow and improve its services during the 1978/79 fiscal year. The on-line search service continued to grow with the addition of the MEDLINE data base from the National Library of Medicine. Major improvements in the salaries of librarians will result from the salary schedule which was adopted by the Board of Regents as a result of its negotiations with the United Faculty of Florida. Space continues to be the major problem for the library. There is an urgent need to move all non-library functions from the building as soon as possible, and to continue efforts to obtain funding for a new library building.

STATISCAL SUMMARY

COLLECTION (Cataloged Items Only)

	On Hand 06/30/78	Added 1978/79	Withdrawn 1978/79	On Hand 06/30/79
Books	183,823	26,922	1219	209,526
Bound Journals	75,350	6,358	-	81,708
Microfilm Reels (2770 j's 135m's)	24,530	2,905	-	27,435
Microfiche (Vol. Equivalents) (478 j's, 2287 m's, 2765)	2,072	346	-	2,418
Media Items	4,899	651	3	5,547
TOTALS	29,0674	37,182	1,222	326,634

UNCATALOGED MATERIALS

	On Hand 06/30/78	Added 1978/79	Withdrawn 1978/79	On Hand 06/30/79
Government Documents	176,097	26,625	14,659	188,063
Microfiche (uncataloged)	183,853	32,329		216,182

CIRCULATION

Regular Circulation	96,034
Reserve Books	2,7738
Center Libraries	2,634
Total Circulation	126,406

REFERENCE

Questions Typical Weeks	
Reference	353
Directional	417
Total Contacts	770
Literature Searches	
Manuel	45
Computer	364

INTERLIBRARY LOAN

Items Requested from Other Libraries	
Requested	1,822
Received	1,502
Items Request by Other Libraries	
Requested	2,549
Received	2,002

AUDIO-VISUAL SERVICES

	Daily	Quarterly
Equipment Checked out	9,008	464
Materials (films, etc.) Checked out	4,587	97
Previews	Items 2,973	Hours 1,865